

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – April 9, 2019 – 2:00 P.M.

The regular monthly meeting of the Knox County Commission was held on Tuesday, April 9, 2019, at 2:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Sheriff Tim Carroll, Communications Director Linwood Lothrop, Airport Manager Jeff Northgraves, Chief Deputy Patrick Polky and Register of Deeds Lisa Cottrell.

Others in attendance: Jim Skoglund, St. George Historian

Regular Meeting – Agenda **Tuesday – April 9, 2019 – 2:00 P.M.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment -** Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- III. 2:10 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of March 12, 2019.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:15 Action Items**
 - 1. Act to Approve and Sign a Proclamation for National Telecommunicator Week.
 - 2. Act to Award Bid for a Wide Format Printer/Copier/Scanner for use by the Registry of Deeds.
 - 3. Act to Approve the Revised Job Descriptions for Administrative Assistant to the Sheriff and Patrol Administrator.
 - 4. Act to Approve a Commemoration Idea for the State Bicentennial During the Summer of 2020.
 - 5. Act on Appointments to the Airport Public Advisory Committee (APAC).
- V. 2:35 Discussion Items**
 - 1. Update on Jail HVAC Project.
 - 2. Update on Courthouse HVAC Project.
 - 3. Update on Airport HVAC Project.
 - 4. Quarterly Joint Budget Meeting With Budget Committee/Commission.
 - 5. Discussion of Hosting a Legislative Reception/Meeting.
- VI. 3:00 Other Business**
- VII. Adjourn**

- I. Meeting Called to Order:**

Commission Chair Parent called the regular meeting of the Knox County Commission to order at 2:00 P.M.
- II. Public Comment:**

Commissioner Richard Parent asked for public comment.
None
- III. Consent Items:**
 - 1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of March 12, 2019.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- *A motion was made by Commissioner Meriwether to approve the consent items as presented. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

IV. Action Items:

1. Act to Approve and Sign a Proclamation for National Telecommunicators Week.

The Federal Communications Commission's Public Safety and Homeland Security Bureau would like to thank and honor the men and women who serve everyday as public safety Telecommunicators during this year's National Public Safety Telecommunicators Week (April 14-20, 2019).

First introduced by Congressman Markey, in 1991 during the 102nd Congress and Senator Biden, in 1993 during the 103rd Congress, a presidential proclamation was made for the second week of April to be designated as the National Public Safety Telecommunicators Week by then President Clinton in 1994.

The National Public Safety Telecommunicators Week honors all local police, fire, and medical professionals, including Federal public safety officials, by recognizing their dedicated service in helping those in need through the use of telecommunications. Thank you for helping our communities and keeping our nation safe.

- National Public Safety Telecommunicators Week Proclamation is available upon request.
- All three Commissioners will be attending of the signing of the Proclamation at the Public Safety Building on April 18th at 2:00 P.M. at the Public Safety Building.
- *A motion was made by Commissioner Pohlman to Act to Approve and Sign a Proclamation for National Telecommunicators Week. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

2. Act to Award Bid for a Wide Format Printer/Copier/Scanner for use by the Registry of Deeds.

An RFP was sent to four (4) vendors for the purchase of a Wide Format Printer/Copier/Scanner to be used by the Registry of Deeds. Four (4) bids were received from the following vendors: **Spillers, TBT, Budget, & Kyocera** on March 27, 2019 (due date for bids). Lisa Cottrell, Register of Deeds and Mike Dean, IT Systems Administrator, reviewed all, of the bids and have recommended they wish to move forward with **Budget**. Therefore, Administrator Hart recommends that the Commission award the bid to **Budget** in the amount of \$13,875.00. Lisa and Mike will be at the meeting to answer any questions.

- Money to purchase the Wide Format Printer/Copier/Scanner is coming out of Surcharge Reserves.
- Budget is charging the lowest maintenance fee per year.
- Budget will provide service and training in the maintenance fee.
- *A motion was made by Commissioner Pohlman to Act to Award Bid for a Wide Format Printer/Copier/Scanner for use by the Registry of Deeds. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

3. Act to Approve the Revised Job Descriptions for Administrative Assistant to the Sheriff and Patrol Administrator.

Administrator Hart enclosed red-lined job descriptions that show all of the changes to the above two job descriptions. Sheriff Tim Carroll will explain the changes in the job descriptions and answer any questions that you have.

- Patrol Administrator job description change is a title change from Lieutenant to Captain. This will allow growth within the position.

- *A motion was made by Commissioner Pohlman to Act to Approve the Revised Job Descriptions for Administrative Assistant to the Sheriff and Patrol Administrator. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

4. Act to Approve a Commemoration Idea for the State Bicentennial During the Summer of 2020.

Commissioner Meriwether requested that this item be placed on the agenda. Mr. Jim Skoglund contacted Commissioner Meriwether and would like to be present at the meeting to discuss the idea with all of the Commission.

- Mr. Skoglund stated that the very intricate hand writing in the books from years past was from a lady named Olive Rose from Warren, Maine. Olive Rose was elected Register of Deeds in 1853. Mr. Skoglund believes Olive Rose may be the first woman elected to public office in the United States.
- Mr. Skoglund suggested that Knox County organize an effort to commemorate Olive Rose for the 2020 Maine Bicentennial celebration. He suggested contacting Knox County's historical societies to form an exploratory committee.
- *Commissioner Meriwether made a Motion to Table the Act to Approve a Commemoration Idea for the State Bicentennial During the Summer of 2020. Commissioner Pohlman seconded the motion. A vote was taken with all in favor.*

5. Act on Appointments to the Airport Public Advisory Committee (APAC).

The APAC met on February 11, 2019 and reviewed the slate of nominees, as there were not any other nominees for any of the the seats, they do not make any recommendations.

Airport Manager recommends County Commission re-appoints all three to a second term (May 2019 - April 2022). – NS.

- **Owls Head** has nominated **Adam Philbrook** to a second three-year term, filling their seat on the APAC.
- **The Flying Club** has nominated **Ron Vanosdol** to a second three-year term, filling their seat on the APAC.
- **The Flying Club, Cape Air and PIA** has nominated **Kate Shaw** to a second three-year term, filling the Commercial Pilot seat on the APAC.
- *A motion was made by Commissioner Pohlman to Act on Appointments to the Airport Public Advisory Committee (APAC). The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

6. Act to Approve and Authorize the County Administrator to Enter Into and Sign an Agreement With Municipal Resources, Inc (MRI) for the Next Phase (Step 2) for an Organizational Study for the Knox Regional Communications Center (KRCC).

At the March 12th Meeting, the Commission approved proceeding with Step 1 for the Organizational Study of the Knox Regional Communications Center (KRCC) with Municipal Resources, Inc. This agenda item requests that the Commission approve the next phase (Step 2) of the Organizational Study. MRI will review operational elements of the Communications (Dispatch) Center including management structure, organizational oversight, staffing levels, employee training, supervision, morale and retention. (*Step 2 of Dispatch Assessment is available upon request*).

- *A motion was made by Commissioner Pohlman to Act to Approve and Authorize the County Administrator to Enter Into and Sign an Agreement With Municipal Resources, Inc. (MRI) for the Next Phase (Step 2) for an Organizational Study for the Knox Regional Communications Center (KRCC), not to exceed \$12,000. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

V. Discussion Items:

1. Update on Jail HVAC Project.
 - There is not any additional update from last month's meeting.
 - Siemens is still working on pricing options and providing figures. Once figures are received they will be reviewed, and will be presented to the Commission.
2. Update on Courthouse HVAC Project.
 - Sheriff Carroll stated Siemens should be wrapped up by his Friday April 12th.
3. Update on HVAC system at Airport
 - There is not any additional update from last month's meeting.
 - We are still waiting for the report from the walk-through that occurred at the Airport.
4. Quarterly Joint Budge Meeting With Budget Committee/Commission.
 - The date selected is Thursday, April 25th, 2019, at 5:00 P.M., in the Commissioner's Hearing Room.
5. Commission Will Discuss Hosting a Legislative Reception for Later in the Year.
 - Commissioner Pohlman stated we could host a reception, as was done in the past.
 - Commission suggested hosting a reception sometime in the fall, due to scheduling issues with the Legislative schedule.

VI. Other Business:

- Discussion about future funding for MCEAD. Commissioner Meriwether spent time with the Executive Director of MCEAD, obtaining a grant writer for economic development was discussed.
- Based on the budget, the County has not backed MCEAD for the last four (4) years. A conversation is needed to discuss the County giving MCEAD funding, so the Knox County towns do not have to "foot the bill". (*Commissioners used to support MCEAD. The Budget Committee overrode the approval of the Commissioners funding MCEAD.*)
- Sheriff Carroll stated we are in negotiations with a "service contract" with the Town of Thomaston. On April 29th @ 6:00 P.M. at Watts Hall, there will be a meeting to discuss what Thomaston Police Department provides currently, and what they would need going forward. (*Sheriff Carroll has met with the Town of Thomaston already.*)
- If Knox County took over for the Thomaston Police Department, they would have to hire four (4) more Sheriffs. These Sheriff's would be Deputies of Knox County, but assigned to Thomaston. (7days/wk. & 24/hr. coverage would be requested). Right now, Knox County is providing coverage for Thomaston. The final vote will be on June 11th. *If a contract between Knox County and Thomaston is ever drafted, the contract amount is intended to cover all costs by Thomaston for the Sheriff's coverage. The coverage currently provided by the Sheriff for Thomaston is being paid for by Thomaston.*

VII. Adjourn

- *A motion was made by Commissioner Pohlman to adjourn the meeting. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The meeting adjourned at 3:40 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on May 14, 2019.**